

# Practice Peer Review

## Continuing Professional Development Program



### PRACTICE DISCUSSION

RCA2 Root Cause Analysis and Actions template

**Note:** This template has been designed to assist members with the formulation of a practice discussion

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### SET THE SCOPE

Identify the situation or case for discussion and determine what is intended to be achieved. Address the key questions for peer discussion.

### INTRODUCTION

Present the specific issues of the summarized situation / or case.

- Define the Problem (*example: what do you see happening?*)
- What are the specific symptoms?
- What is the evidence?
- How long has the problem existed?
- What is the impact of the problem?

## **DRILL DOWN**

Example:

- Background
- Issues, risks, or challenges
- Management
- Outcome

## **IDENTIFY**

All possible causal factors by narrowing down by asking “Why?” five times.

## **CHOOSE AND VERIFY CORRECTIONS**

Select solutions that address the root cause.

## **IDENTIFY STEPS TO IMPLEMENT**

Analyse your cause and effect process, and identify the changes needed. It is also important that you plan in order to predict the effects of your solution.

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